

## AMENDMENT AGREEMENT #2

**THIS amendment agreement is entered**

**Between:**       **His Majesty the King in right of Canada** ("Canada"), as represented by the Minister of Fisheries and Oceans ("DFO")

**And:**           **International Hydrographic Organization (IHO)** ("Organization").

**WHEREAS** on May 17, 2021, the Organization and DFO entered into a contribution agreement relating to the project “*Empowering Women in Hydrography*” (the agreement and the project shall be referred to as "Original Agreement" and "Project", respectively);

**WHEREAS** on January 4, 2022, the Organization and DFO entered into an amendment to the Original Agreement to accommodate changes to the Project’s expenditures and project plans;

**WHEREAS** a change in expenditures and project plans has occurred as a result of the COVID-19 pandemic and the evolution of the project, the Organization has submitted a revised budget and project plan for the Project, and requested that the Original Agreement be amended accordingly;

**THEREFORE** the Organization and DFO agree to amend the Original Agreement as follows:

### **Section 1**

The table entitled “Empowering Women in Hydrography Budget Worksheet”, included in Annex A of the Original Agreement is hereby deleted and replaced by the new table included in Annex A of this Amendment Agreement.

### **Section 2**

Section 3.9 of Annex A in the Original Agreement is hereby deleted and replaced by new Section 3.9 as follows:

<b>3.9      Project Workplan</b> ( <i>Describe the main project activities, timelines and milestones</i> )
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<b>Work plan.</b> The proposed project work plan contains the following elements.
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2021-2022 (using the DFO fiscal year)
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| <ul style="list-style-type: none"><li>- Socialize the establishment of a new IHO work program item “Empowering Women in Hydrography (EWH)”.</li><li>- Organize and hold a “kick-off” VTC meeting of the project team and other potential key stakeholders as soon as possible to discuss initial planning and proposal ideas.</li><li>- Implement Outreach activities with interviews to women with different roles in the hydrography and the preparation of articles to divulgation in different media and in the IHO web site.</li><li>- Support internships at the IHO Secretariat, to participate actively in the Outreach project interviewing women with different roles in the hydrography and in integration with other IHO activities (e.g. education), where possible and practical.</li><li>- Teaming up with other events in the ocean science or maritime domain with gender-equity themes (e.g. IMO, WISTA).</li></ul> |
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- Prepare and develop plan for an initial symposium to present and discuss the results of the proposed outreach activities. The outcome of this 3-day symposium will be the foundation for the subsequent activities and work plan items.
- Evaluate the development of a mentoring program and different ways to implement it.
- Prepare and hold a webinar to raise awareness of unconscious bias and prejudgments and present the initial plan and progress of the outreach activities.

#### 2022-2023

- Implement the mentoring program according to recommendations
- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).
- Continuation of the Outreach project including planned activities.
- Support internships at hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.
- Organization of a series of events and workshops to raise awareness about issues and how to create more inclusive organizations with inclusive hiring and promotion practices.
  - o Prepare for and hold webinars to raise awareness about questions linked to workplace psychology.
  - o Organization of a Workshop on “How to increase gender equity” in Monaco, in March 2023 with partners.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
- Conduct a survey of the percentage of women employed in hydrographic offices and in leadership roles around the world and report the results in news, to the Capacity Building Sub-Committee meeting and to the Inter-Regional Coordination Committee (IRCC) meeting.

#### 2023-2024

- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).
- Continuation of the mentoring program.
- Organization of an event on Empowering Women in Hydrography at the IHO Assembly.
- Support participation of women in the 3<sup>rd</sup> Session of the IHO Assembly.
- Virtual workshops on hydrographic related subjects with female expert invitees to promote role models.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
- Continuation of the Outreach project.
- Integration with other IHO activities (e.g. education), where possible and practical.

- Support additional internships at hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.

It should be noted that the elements are expected to evolve over the course of the project based on experience, opportunities/risks, and clarifications of the desired outcomes. There is flexibility to address changing needs as the project moves forward.

### **Section 3**

All the terms and conditions in the Original Agreement remain in effect except as amended in these presents.

This Amendment Agreement may be executed in counterpart by the Parties, either through original copies or through electronically scanned copies each of which will be deemed an original and all of which together will constitute the same instrument.

**IN WITNESS WHEREOF**, the Parties have executed the Agreement through their duly authorized representatives.

**International Hydrographic Organization**

**His Majesty the King in Right  
as represented by the Minister of Fisheries  
and Oceans Canada**

Per: \_\_\_\_\_

Dr. Mathias Jonas  
Secretary-General

Per: \_\_\_\_\_

Stephen Virc  
Director  
Office of Partnership and Collaboration

01 March 2023

Date

Date

# Annex A

## Empowering Women in Hydrography amended Budget Worksheet

<b>4. Budget details for the project</b>					
Title of the Project (Section 3.1 of the proposal): Empowering Women in Hydrography					
<b>Part A -ALL PROJECT COSTS</b>					
List all project costs including in-kind contribution. See section 6 in the Guidelines. The total of all cost items listed in Part A represents the total cost of the Project.					
Cost item	Amount FY2021-22	Proposal amendment Amount FY2022-23	Proposal amendment Amount FY2023-24	Total for All Fiscal Years	
<b>Project management and leadership:</b>					
IHO Project leadership and management	26766	27 773	27 773	\$ 82 311	
IHO EWH assistant to coordinate, organize and develop activities	24330	37 500	48 000	\$ 109 830	
IHO Member States contributions for 2 additional participants	0	13 000	13 000	\$ 26 000	
<b>Other:</b>				\$ -	
3rd Session of the IHO Assembly EWH event (Event 11,994 CAD, Speaker 9,029 CAD, EWH communication Material 2,069 CAD)	0	0	23 092	\$ 23 092	
3rd Session of the IHO Assembly & EWH event 8 participants during 5 days (accommodation [825 CAD], travel [2,141 CAD] and perdiems [535 CAD]) 3,501 CAD per participant			28 008	\$ 28 008	
Workshop guest consultation fees (consultation, accommodation, travel and perdiems)	0	0	0	\$ -	
Cost of workshops (room, projector, etc)	0	0	0	\$ -	
Conference fees (US Hydro 2023 -8 participants @600 CAD)			0	\$ -	
IHO Conference travel + conference fee (US Hydro 2023)			0	\$ -	
IHO Internship support -new hardware and software/maintenance	5 000	2 000	0	\$ 7 000	
internship participation (accommodation, travel and perdiems)	18 900	11 338	0	\$ 30 238	
Webinar on "Unconscious Bias"	14 500			\$ 14 500	
Workplace Psychology Webinar (Speaker fee 15,759 CAD, IT Costs and software 955 CAD, IHO in-kind contribution 3,175 CAD)		19 889		\$ 19 889	
March 9 International Women's Day Event, Venue and Video (150 attendees expected) (Event 25,831 CAD, Communication Material 2,917 CAD, IHO in-kind 3,175 CAD)		31 923		\$ 31 923	
IHO Materials/supplies	150	150	150	\$ 450	
All amounts in CAD				\$ -	
				\$ -	
<b>DFO in-kind</b>					
Annie Biron Salary (project advisor)	\$ 3 000	\$ 3 000	\$ 3 000		
identify cost item 2					
<b>Total DFO in-kind</b>	\$ 3 000	\$ 3 000	\$ 3 000	\$ 9 000	
<b>Total of Costs of the Project</b>	<b>Total A</b>	\$ 92 646	\$ 146 573	\$ 143 023	\$ 382 241
<b>Max DFO Contribution (Financial + in-kind + Financial contribution for Admin support)</b>					
<b>75%</b>	of Total for All Fiscal Years			\$ 286 681	
<b>Total DFO in-kind contribution</b>				\$ 9 000	
<b>Maximum DFO Financial Contribution</b>				\$ 277 681	<b>Total AA</b>

**Part B - COSTS COVERED BY ORGANIZATION (IN-KIND CONTRIBUTION TO THE PROJECT)**

*In accordance with Section 6.2 in the Guidelines, costs and expenditures from Part A that would be incurred by your organization to perform the project*

<u>Contribution</u>		Amount FY2021-22	Proposal amendment FY2022-23	Proposal amendment FY2023-24	Total for All Fiscal Years
<b>Project management and leadership:</b>					\$ -
IHO Assistant Director AD/1 (0.05 FTE (5%))		11 700	11 700	11 700	\$ 35 100
IHO Public Affairs and Communications Officer Int'l Recruit L2 (0.05 FTE (5%))		4 903,50	4 904	4 904	\$ 14 710,5
IHO CB Assistant L? (0.05 FTE (5%))		7 545	7 545	7 545	\$ 22 635
IHO Local Staff L12 (0.01 FTE (1%) Y1 + 2% Y2&Y3)		1 006,50	2 013	2 013	\$ 5 032,5
IHO Translator T1/3 (0.01 FTE (1%))		1 611	1 611	1 611	\$ 4 833
<b>Other:</b>					\$ -
Support and preparation of Webinars and Workshops		4 350	6 350		\$ 10 700
Materials/supplies		150	150	150	\$ 450
Conference fee (US Hydro 2023)				0	\$ -
Conference travel (US Hydro 2023)				0	\$ -
IHO Member States contributions for 2 additional participants		0	13 000	13 000	\$ 26 000
Internship support -new hardware and software/maintenance		5 000	2 000	0	\$ 7 000
Cost of workshops (room, projector, etc)		0	0	0	\$ -
<b>Total In-Kind Contribution</b>	<b>Total B</b>	\$ 36 266	\$ 49 273	\$ 40 923	\$ 126 461

**Part C - AMOUNT REQUESTED FROM DFO**

*List cost item from Part A for which you request financial contribution from DFO under the OFSCP. For list of eligible costs refer to Section 6.3 of Guidelines.*

<u>Cost item</u>		Amount FY2021-22	Proposal amendment FY2022-23	Proposal amendment FY2023-24	Total for All Fiscal Years
IHO EWH assistant to coordinate, organize, develop activities and implement the mentoring program (1.00 FTE (100%)) (7 months Y2 + 9 months Y3)		24 330	37 500	48 000	\$ 109 830
3rd Session of the IHO Assembly EWH event (Event 11,994 CAD, Speaker 9,029 CAD, EWH communication Material 2,069 CAD)				23 092	\$ 23 092
3rd Session of the IHO Assembly & EWH event 8 participants during 5 days (accommodation [825 CAD], travel [2,141 CAD] and perdiems [535 CAD]) 3,501 CAD per participant			0	28 008	\$ 28 008
guest consultation fees (consultation, accommodation, travel and perdiems) (DFO)			0		\$ -
internship participation (accommodation, travel and perdiems) (DFO)		18 900	11 338		\$ 30 238
Conference fees					\$ -
Webinar on "Unconscious Bias"		10 150			\$ 10 150
Workplace Psychology Webinar (Speaker fee 15,759 CAD, IT Costs and software 955 CAD)			16 714		\$ 16 714
March 9 International Women's Day Event, Venue and Video (150 attendees expected) (Event 25,831 CAD, Communication Material 2,917 CAD)			28 748		\$ 28 748
<b>Total Eligible Costs</b>	<b>Total C</b>	\$ 53 380	\$ 94 300	\$ 99 100	\$ 246 780
<b>Admin support: Max 15% of Eligible Costs funded by DFO</b>	<b>Total D</b>	3000	3000	3000	\$ 9 000
<b>Sum of eligible costs and overhead claims</b>	<b>Total E</b>	\$ 56 380	\$ 97 300	\$ 102 100	\$ 255 780
<b>Maximum DFO Financial Contribution</b>	<b>Total F</b>				\$ 255 780
<b>Total B + Total C</b>	\$ 373 241	=	\$ 373 241		

#### 4.1 Source of Funds

**(a) GOVERNMENT OF CANADA FUNDING**

<u>Name of Organization</u>	<u>Financial Support</u>
Total Financial Support	\$ -

Name Organization	Financial Support
NOAA for at-sea Operational Experience (16500 USD/year)	\$ 26 000
IHO in-kind	\$ 100 461
Total Financial Support	\$ 126 461